

MINUTES OF THE JACKSON HOLE AIRPORT BOARD

DATE: July 20, 2011

BOARD PRESENT: Clay James, Jack Larimer, Jim Waldrop, Jerry Blann, Andrea Riniker

OTHERS PRESENT: Doyle Vaughan, WY Aero Commission; Gary Pollack, NPS; Lee Shannon, Dan Myers, BCBS; Jessica McCauliff, S2; Jeff Brown, JH Aviation; Hank Phibbs, TC Commission; Keil Corey, NPCA; Private Pilots: Patrick Smith, Lisa Robertson, Fred Hibberd; Ray Bishop, Jeanne Kirkpatrick, Sara Sorrill, Intern; Luke Masid, Peggy Marie Smith and other staff.

CALL TO ORDER: Clay James called the Jackson Hole Airport Board meeting to order at 9 AM on Wednesday, July 20, 2011. Bishop introduced Sara Sorrill, intern for the summer, working on completion of her MS in Public Administration with a focus in Aviation Management.

I. APPROVAL OF MINUTES: Blann made a motion to approve the minutes of June 15, 2011 JHAB meeting. Larimer seconded the motion. Motion passed unanimously.

II. ACTIVITIES AND REPORTS REVIEW:

A. Enplanements/Load Factor Report: Bishop reviewed the activities reports. Enplanements were -5% for 2011 and YTD for 2011 was -4%. Peak hour passenger load was shared, along with the wait times in screening. It was acknowledged that the fourth screening line is providing fantastic results. Quarterly ADDS were shown with results far below the maximum limits. The Board would like to have a monthly report on cancellations and delays of airline flights. Waldrop made a motion to approve the activities reports. Larimer seconded the motion. Motion passed unanimously.

B. Financial Reports: Fiscal Year-end reports were shared. The Board gave special thanks to the staff for the budgetary results achieved. Also shared were the PFC and CFC account information. Larimer made a motion to approve the financial reports. Blann seconded the motion. The motion passed unanimously.

C. Legal Update: Mike Morgan has spent time on airfield construction projects, ground transportation contracts and FBO Rules and sub-lease agreements.

III. COMMENTS FROM NATIONAL PARK SERVICE, TOWN OF JACKSON, TETON COUNTY AND THE PUBLIC: Gary Pollack, NPS shared that the construction on the pathways project is in full swing. He referred to an article in the news about wildlife and photographers, stating that the NPS strives to assist visitors in having a safe and quality visit to the Park. The bears are dispersing as more area opens. June visits were down 3% from last year. The Board thanked the NPS for the road improvement on the Moose to Wilson road.

Town of Jackson – No one in attendance

TC Commission: Hank Phibbs reported that the county had made it through one of the worst flood threats in recent history; they have approved the bulk of the comprehensive plan; and complimented the Board on the outstanding transportation facility at the airport.

Public: Patrick Smith asked about the radar system and tower control system. He was informed that the airport has the BI6 system that is through the SLC control tower and that the JH tower was not an FAA control tower, but a contract tower that is not authorized to control traffic using a repeater scope in the tower; therefore, the FAA was not willing to enter into a MOU. He requested that the airport pursue the request that the JH Tower have the ability to see where planes with transponders are. He was asked to put his request in writing for the file. Lisa Robertson stated that they had put a responder on their plane at great expense and would make the same request. She was also asked to put it in writing.

IV. ACTION ITEMS:

A. Rate Review: There was no increase in fuel prices requested at this meeting. Brown stated that there had been a slight dip in prices, but now it was going up again. They would be doing a fuel survey of other airports this week.

B. Payment of Bills: After discussion and clarification of individual items, Blann made the motion to approve ACH Batch – June 30, 2011; Checks 24702-24819; and Checks 1859-1873. Riniker seconded the motion. The payment of bills was approved unanimously.

C. Lobby Sun Shades: Bishop reported that the airlines were having difficulty with the sun and their ability to see customers and computer screens. A bid for remotely operated sun shades was obtained for three bays from Synergy, Inc., a local company, for \$7,156. Waldrop made the motion to approve the purchase of the sun shades. Larimer seconded the motion. The motion passed unanimously. Staff was asked to move forward with a more routine plan of meeting these needs.

D. JH Aviation Hangar & Tie-down Fees: JH Aviation asked for an increase in tie down and T-hangar annual fees last month. The item was tabled and went to Board committee. The committee's recommendation reduced the amount requested for T-hanger by \$50; and raised the tie-down fee to \$100/month. The airport's share would now be 20% of gross revenue from hangar rents in Hangar 2 and 3. Blann made a motion to approve the fees as recommended by the committee. Waldrop seconded the motion and the motion passed unanimously. Lisa Robertson, private pilot, stated that she would like to address a clause in the agreement. James asked that she put her request in writing, as that agreement had been approved at the June meeting, and it would be looked at by the FBO committee. Larimer commented regarding transient use of hangars and the maximum use of space available.

E. JH Aviation Transient Handling Fee: JH Aviation has requested an across the board increase for transient aircraft. Among the fees are a handling fee, a hangar fee, and a parking fee. Bishop explained the parameters of each of the fees, and what the fees cover in airport costs such as glycol, etc. Brown explained about the presentation of the fee schedule about ten years ago, and adopted with reductions by the Board some five years ago. James spoke to the work of the committee in relationship to the duty of the Board to see that charges are fair and reasonable compared to other similar airports. Larimer made a motion to table the item until the August meeting so that the committee can complete their work and get information out to members early. Riniker seconded the motion. Brown was asked to bring a review on a yearly basis. James was concerned about the comparables of the study. Motion passed unanimously to table until the August 17, 2011 Board meeting.

F. Asphalt Repair – Hangars 2 & 3: Bishop reviewed the need for the asphalt repair and that Hunt Construction received the bid for \$14,245, and will complete work on July 26-27. JH Aviation has alerted aircraft owners of this schedule. They will be digging to see what is under the present area, as nothing has been done with the area for 25 years. Bishop shared the discussion with Lisa Robertson concerning roof maintenance and electrical problems. Bishop made a clarification on "Hangar Owner", which is the JHAB versus "Hangar Renter", which are the aircraft owners. Waldrop made a motion to approve the asphalt repair east of Hangars 2 & 3. Blann seconded the motion. Motion passed unanimously.

G. Security Project: The current security system is outdated, and lacks redundancy. It is part of the current budget. Bids were solicited, and the low bid was Mountain West Electric at \$135,485. Jessica McCauliff, S2, spoke to the life of the system and warranty on hardware of two years. Masid shared that the system has a redundancy back-up. Maintenance would be performed by Mountain West Electric. Riniker made a motion to approve the purchase of the new S2 Security System for the cost of \$135,485. Blann seconded the motion. The motion passed unanimously.

H. 700' Paved Safety Area: The bids came in \$512,000 over the engineer estimate, so the scope of work was reduced and the cost came in at +\$390,000. Funding through WY Aeronautics reduced what the airport will pay extra to \$195,000. The Board President was authorized at the June Board meeting to issue Notice to Proceed, accomplished July 14, 2011. Work will be accomplished at night between July 25 and October 16, Sunday – Thursday. Late flights will coordinate with staff daily to see

where the construction is at that point. Asphalt will be down on September 16. The bid was awarded to Evans Construction. Doyle Vaughan, WY Aeronautics, remarked that the group that traveled to Cheyenne to share this project was impressive and they are pleased to participate. Bishop thanked the GTNP for their support. Riniker made a motion to accept and award the bid on the 700' Paved Safety area as outlined with Evans Construction and to accept the additional WAC grant. Blann seconded the motion. The motion passed unanimously.

V. AIRPORT DIRECTOR'S COMMENTS:

- Master Plan: Bishop discussed two future studies. He shared that the last Master Plan was in May 1998, with data actually from 1993 & 1994. In the relationship with GTNP we are due for a noise study (FAR-150). Focus of a master plan would also include ARFF, FBO, Rental Car issues, and sewer. It is something for the Board to consider. Riniker asked about the cost savings that our constant monitoring of noise might save on a FAR Part 150 Noise Study. Bishop shared details of the data collected. There would be a bid process.
- Climb the King: As part of the Wellness Plan, over half of the airport employees have registered to Climb the King. The employees have invited the Board to join them in a climb on Thursday, July 21 at 2 PM.
- Glycol Pad and RCLS Update: The project would take 100 days from Notice to Proceed. The bid was opened on July 14 and Mountain West Electric was the low bid. This bid can be held active until August but is waiting for FAA funding. The funding for the RCLS is tied to the Glycol Project, although they may split the projects, as it was bid in three phases. This would allow possible starting of the RCLS this year.
- Parking Lot Utilization: Bishop showed a chart showing the available parking lot spaces and the percentage utilized daily throughout July. There is sufficient availability compared to need. A discussion of the possible reasons and the comparison with July 2010 was shared. Enforcement and City ticketing questions were fielded by Bishop.
- Employee Transportation: Bishop discussed the results of surveys concerning mass transit for employees, and a proposal from AllTrans. The logistics of time and shifts makes it difficult for many to use mass transit, as well as those commuting from outside of the area. Many have inquired about incentives for carpooling. Blann spoke to making employees aware of current services, and suggested that work be done on the carpool idea. Riniker added other ideas, and suggested the Board continue looking at the issue.
- ITS Customer Service Training Kickoff: Three introductory meetings have been held, gathering feedback from Taxi companies, and setting up the on-line training. The computer in the administration building will be ready after July 20 for those needing access. Larimer asked that the airport push for the formation of a taxi association that would facilitate communication, contract work, uniform standards, etc.
- The Board asked for an update on the progress on communication links (Prance)(what are links) for the August meeting.
- Noise Abatement Study: Bishop said that the intern has had available time to monitor departures and compliance with the noise abatement pattern. Results from July 5, 7, and 12 were shared.
- Chamber Hosts: JH Chamber of Commerce Executive Director Tim O'Donahue and Rick Howe shared information about the comprehensive visitor service, and the beginning dialogues for supplemental host services in the winter (Dec. 10 – April 10), funded by the Lodging tax. There would be a training component for hosts, after the role is finalized. A discussion on the difference between Howdy Partners and the role of the hosts was shared. Riniker suggested that international visitors can use some additional attention. Blann said that coordination with Kari Cooper of JHAIR would be beneficial. A proposal would be prepared for the Lodging Tax Board in early September. Another issue was the refurbished stagecoach that the community sees the Airport as the new home. The art committee will address this.
- Blue Cross Blue Shield: Lee Shannon and Dan Myers representing BCBS were asked to address questions that the Board had concerning the health insurance that was renewed July 1. Board members were given a summary sheet on the benefits and costs of the program, the

impact of the National Health Care Reform implementation, and submitted questions were answered. Riniker asked for an HRA report which was implemented a couple of years ago. Larimer suggested that Prescription education is an important part, also.

VI. AIRPORT BOARD COMMENTS: Board committees and upcoming dates were shared. Next Board meeting is Aug. 17. A mitigation meeting is scheduled on August 18. December Board meeting has not been scheduled as yet, and they would like to schedule around the December Holiday Party.

VII. Meeting was adjourned at 11:35 AM by President James.

Clay James, President

Jim Waldrop, Secretary